

MINUTES New Paris Conservancy District Board Meeting

MEETING MINUTES

TUESDAY FEB 25, 2020 6:45 PM-9:15 PM

NPCD ADMINISTRATION BUILDING

Chair Gary Dausman
Attendees AJ LANE
Donn Neff Neff
Ken Jones, Jr.
Absent Dave

Brad Smith
Gary Brumbaugh
Rodney Waldron

Diane Smith
Karl Cender

- Open the meeting at 6:45 p.m.

Gary Dausman

- Welcome citizens in attendance

Gary Dausman

- Chairman Dausman welcomed Brad Smith citizen in attendance.

- INTERNAL CONTROL REVIEW

Gary Dausman

- Went over internal controls and the missing resolutions.

- Resolution number 2020 - 05 to adopt the resolution for the internal controls standards.

CARRIED

Moved by Gary Dausman, Seconded by AJ LANE

- Employee Review done. By the Chairman and the President of the Board of Finance.

- Motion to pause the regular board member to move to the Board of Fiancé meeting.

CARRIED

Moved by Gary Dausman, Seconded by AJ LANE

- Motion to reopen the regular Board meeting.

CARRIED

Moved by Rodney Waldron, Seconded by AJ LANE

- Went over the ISBOA last audit and Hollenbeck and Cender's comments to the State and what the District needs to do to be in compliance.

- Optical copies of the checks need to be changed in the internal controls manual from monthly to annual.

- CENDER & CO. KARL CENDER

Karl Cender

- Does the Board want Cender to do a rate study for the Board? In preparation of the 2021 budget? Karl gave us a quote of \$4,500.00 for rate study. March meeting address with Board. Karl will give us a break down of what the rate study entails in the February Board Meeting. Original rate study that was done in 1994. Was given to the Board. The Board was then given what a new rate study would look like. The Board would like to see the options available to the Board. Equipment replacement fund was required by the State when the District had the SRF loans.

- Motion was made to move forward with this rate study of \$4,500.00 to have done by July 1st; and Karl to come back and advise the board on the system development fee. With the three options; stay the same; all on property taxes; all on monthly bill.

CARRIED

Moved by Gary Dausman, Seconded by AJ LANE

- Previous Board's have made a motion that all prior correspondence was to have been gone through the office. Chairman Dausman stated that he believed that it was open to all Board Member's; with the internal controls manual. To do our due diligence to correspond with the CPA and Attorney. Chairman believes that this should be in the Internal Controls manual that is reviewed once a year.

CARRIED

Moved by Gary Dausman, Seconded by AJ LANE

- Fixed assets are being put in by Ampstun.
- Cender is working on the fund accounting in Ampstun.
- **Dave Hollenbeck - NPCD Attorney**

Dave

- **TABLED:** Hollenbeck to advise if the minutes of December 19, 2019 were in compliance.
- **Tabled:** Hollenbeck to advise If Board Minutes from January 28, 2020 were in compliance.
- Waldron is against raising taxes; he wants us to lower tax rates like we have done the last three years.
- Brumbaugh stated that he would like to see the cumulative improvement fund increase and lower the general tax fund.
- Asking Dave to provide the different district's that he represents and the way they are funded.
- **TABLED:** Hollenbeck has contacted Elkhart County Recorder who stated that we needed to talk with the Elkhart County Attorney. Dave made a call to Gordon Lord. He has not heard back yet.
- **TABLED:** Hollenbeck Employee Handbook; tabled.
- Elkhart County Recorder on Liens; Liens being attached to people, program they want me to pay for, do we qualify to have access to their system for free?
- Curtis Hill's opinion was forwarded to Hollenbeck; and Dave is doing further study and will get with us.
- Hollenbeck will get with Smith on the properties that are violation of our sewer use ordinance. He looked over the letters and they met his approval. December 22, 2019; is the due date. January we will know the people who are still in violation of the sewer use ordinance. Dave will get with Diane and then he will be prepared to advise at the February Board meeting. We sent out 205 letters.
- **Update on DT, JPR & NPCD**

All

- **Tabled - Board Review/Approve minutes of December 19, 2019.**

All

- **Tabled - Board Review/Approve minutes of January 28, 2020.**

All

- **JPR**

Gary Dausman, Ken Jones, Jr.

- District maps were redone with an additional charge.
- Substantial completion is December 16th, 2019. Any items that are not related to the retain age; is covered under warranty; and the District is not to incur any further costs.
- Facade will now fall into the warranty period. December 16th, 2020 is when it expires.

- **Astbury Contract Operations - Donn Neff**

Donn Neff Neff

- Motion was to approve Astbury's report as submitted.

CARRIED

Moved by Gary Brumbaugh, Seconded by AJ LANE

- Astbury to renew NPDES permit at a cost of \$1,300.00. Brumbaugh wanted to know what renewing the permit entailed. Don is to provide all Board Member's with a copy for the Board to review; and readdress in the March Board meeting.
- Future projects projections for the Budgetary purposes; for May of 2020.

- Replacement door quotes: only received one with Culp door at a cost of \$5,125.00 and \$19,095.00. Motion was made to approve the Culp door quote of \$24,000.00

CARRIED

Moved by Gary Dausman, Seconded by Gary Brumbaugh

- RAS pump quotes: \$17,500.00 each plus freight. In the basement. Astbury will do the installation and there will be a charge outside of our contract. Lane wanted to know what we do with the old pumps; there is no trade in value. Motion to approve.

CARRIED

Moved by Gary Brumbaugh, Seconded by AJ LANE

- LS A2 REHB \$78,067.20 for Ferguson. Lutes Farm lift stations.

CARRIED

Moved by Gary Dausman, Seconded by AJ LANE

- Don's recommendation to go with Ferguson. \$61,717.20 for LS A3 REHB; Betterway Products does not include generator hook up. Wired for generator. To approve this project.

CARRIED

Moved by Gary Brumbaugh, Seconded by Rodney Waldron

- Smart Cabinetry; Astbury to get back with us on their fees.
- Brumbaugh requested that the outside of the plant be cleaned up.
- Ferguson quotes on Lutes Farm, Betterway and Turtle top. \$145,000.00. The three projects discussed are for 2021 projects.
- Astbury is going to give us the quotes on updating the lift stations
- Lift Station Improvements
- Turtle Top is for 2021. Looking at all three Lutes, better way and Turtle top lift stations
- Quotes for projects for next year. Tabled until next meeting.
- Smart Cabinetry will have their own special discharge permit. More work for NPCD. Why aren't we charging them more? Not addressed at the meeting.

FINANCIAL CLERK SECRETARY REPORT

Diane Smith, AJ LANE

- Approve report as submitted.

CARRIED

Moved by Gary Brumbaugh, Seconded by AJ LANE

- PayGov payment issue; Diane performing audit.
- Diane is to get quotes on leasing a printer. Three quotes were presented to the Board. Prices exorbitant.

- Rod made a motion to purchase a printer like we have.

CARRIED

Moved by Rodney Waldron, Seconded by AJ LANE

- Battery Back ups have been placed on the network; and the network back up was placed on the security cameras. Mapletronics is to be crediting the District for wasting 2 1/2 hours of the FC/Sec's time.

- Diane is to get quotes on leasing a printer.

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- Motion was made to approve the quote from Johnson's Lawn Maintenance quote of \$60.00 per lot or \$120.00 for both.

CARRIED

Moved by Gary Brumbaugh, Seconded by Rodney Waldron

- Motion was made for Smith to use 4 vacation days by March 1 and the District will pay four days of unused vacation.

CARRIED

Moved by Gary Brumbaugh, Seconded by Rodney Waldron

- Landscape tabled. Until Spring.
- EDU Review - Feb billing will go out as normal. Astbury is going to be asked to go out and inspect. September needs the EDU Billings to be done. In September call customer's called; they are not sending proper reports back in. Then do EDU's in October.

- **NPCD Register of Claims**

Diane Smith

- Motion was to approve the register of claims as presented.

CARRIED

Moved by Rodney Waldron, Seconded by AJ LANE

- Open invoices not paid for December 2019. Motion to void and delete DT's pay application for \$64,616.16 and to not pay JPR's invoice of \$105.00.

CARRIED

Moved by Gary Dausman, Seconded by Rodney Waldron

- **Administration Tickler List:**

Gary Dausman

- Verizon VOIP
- Administration building handicap cement pad needed. AJ to update the Board.
- Landscaping & Rock - Tabled until Spring.

- **NEW BUSINESS:**

Gary Dausman

- Starting July 1st open five days a week; and increase the FC SEC \$2.00 per hour. 9 to 4; 1 to 6 on Tues and Thursdays; Board pay should go to \$100.00 per meeting. Make a resolution to supersede the salary resolution.

CARRIED

- On 20th Century Restaurant why are we charging them a surcharge. Don is to get the information and bring it to March's Board Meeting.
 - SR 15th sewer line plug needs addressed. Venda's been the culprit in the past. Chairman Dausman is to talk to Bob Stuary; Don stated that they put in all low flow toilets. Don stated the low flow toilets do not allow for the water to push the paper down the sewer line.
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- Office Interior quote to extend work station and put in a wall; installation and fixing the walls. Printer on this side of the work station. At a cost of \$900.00.

CARRIED

Moved by Gary Brumbaugh, Seconded by AJ LANE

- Brumbaugh questioned John Schrock and Knepp Sand and Stone. On the EDU list; Knepp Sand and Stone; because they only should be receiving one bill; The error was on the EDU list; it should have been John Schrock. Then the question was why John Schrock was only receiving one bill; so I read to the Board the notes on the account.

• UNFINISHED BUSINESS:

Gary Dausman

- Audit expense charged by the State: Todd Caldwell was to have gotten back with NPCD; update; AJ volunteered to follow through with Nisley sent a letter on the District's behalf in regards to the Audit costs.
- Board Member annual training; AJ is the only one to turn in his training docket.
- Change locks on plant
- Change Gate Key Pad
- Prior Board action was to have correspondence with Attorney and CPA run through the office. Smith is to pull the Board's action for their review. Motion was made to approve any Board Member to contact the District's Attorney and CPA. A resolution reflecting this change will be included with the internal controls manual.

CARRIED

Moved by Gary Dausman, Seconded by Rodney Waldron

- Painting entire plant
- Land O Goshen
- Solar energy
- Wind energy
- District Files in garage that are destroyed. Someone needs to go through them to see what is in the boxes; then taken to the County for them to destroy. Who is going to take them.
- 2021 Budget item; generator on Turtle Top Lift Station

• REFER TO DISTRICT'S CALENDAR - BRING TO BOARD MEETINGS FOR REFERENCE

Gary Dausman

• INFORMATION ON THE NEXT NPCD BOARD OF DIRECTOR'S MEETING.

Gary Dausman

- The next Board of Director's meeting will be held on March 24, 2020; at the New Paris Conservancy District's Administration Building. The meeting will commence at 6:30 pm
- ADJOURNMENT 9:31 p.m.

CARRIED

Moved by Rodney Waldron, Seconded by AJ LANE

• RESPECTFULLY SUBMITTED BY THE NEW PARIS CONSERVANCY DISTRICT BOARD OF DIRECTORS: ATTESTED BY THE FINANCIAL CLERK/SECRETARY

Remarked by Gary Dausman

Remarked by Gary Brumbaugh

Remarked by AJ LANE

Remarked by Tony Neff

Remarked by Rodney Waldron

Remarked by Diane Smith